



Burien

Parks, Recreation & Cultural Services

Tournaments Information Packet

➤ **Guidelines for Tournaments**

1. Tournaments application required.
2. Games cannot start before 9:00am
3. Provide tournament schedule Tuesday before Tournament
4. Staffing minimum of 2 hours for each day required
5. Supplemental Maintenance Certification will be required if user group wants access to rake, line, wet down infield, move bases and install portable mounds.

➤ **Addition items and costs**

1. Depending on size of Tournament, portable toilets might be required at the user groups cost.
2. Extra Field preps at user groups cost.
3. Depending on size of Tournament, Dumpster might be required at the user groups cost.
4. Concession permit (see concessions)
5. Provide recycling and dispose of recycling if running a concessions.
6. Electricity can be provided at user groups cost.
7. Score Board available on Moshier 1 at user groups cost.

➤ **Payment Schedule**

Deposit of \$200 plus processing fee of \$25 must be made at the time of booking. Deposit will go towards the Tournament field rental fees. Initial payment and formal schedules for your use must be submitted to the City of Burien Parks, Recreation & Cultural Services Department office at least 10 business days prior to your first requested date of use.

➤ **Cancellation Policy**

Cancellation must be made 30 days prior to tournament to receive the full deposit back. Cancellations after 30 days and before 10 business days will receive 50% of Tournament field rental deposit fee back. Cancellation after 10 business days will lose full Tournament field rental deposit and if full Tournament field rental fee has been paid will lose the full fee.

➤ **Scheduling**

10 Business days in advance of the First Game a complete preliminary schedule of tournament games, times, fields and maintenance breaks must be submitted to the City of Burien Parks, Recreation & Cultural Services Department office. No games may be added after this day.

Tournament Directors will be required to set game schedules according to a stagger start schedule as follows:

- a. Moshier #1 & #2: games start at 9:00 a.m.
- b. Moshier #3 & #4: games start at 9:30 a.m.
- c. Tournament directors can make a special written request to stagger start games at
8:00 and 8:30 a.m. (City of Burien staff will evaluate requests).

Field User Types

Category 1: School districts, youth and/or adult sports associations, and/or government agencies **that demonstrate they are tax-exempt, non-profit, and/or are structured with by-laws or articles of incorporation.** Also includes groups that don't charge a fee for attendance or participation.

Category 2: All other user groups.

Field Fee's

Category 1	
Baseball / Softball / Fast Pitch	
Youth Tournaments	\$9 per hour
Adult Tournaments	\$25 per hour
Soccer / Lacrosse / Ultimate Frisbee / Open Field	
Youth Tournaments	\$9 per hour
Adult Tournaments	\$25 per hour

Category 2	
Baseball / Softball / Fast Pitch	
Youth Practice or Game/Tournaments	\$25 per hour
Adult Practice or Game/ Tournaments	\$45 per hour
Soccer / Lacrosse / Ultimate Frisbee / Open Field	
Youth Practice or Game/Tournaments	\$25 per hour
Adult Practice or Game/ Tournaments	\$45 per hour

Other User Fees	
Non-Scheduled Prep	\$50
Concession Fees and Spectator Admission	10% of Gross Revenue plus daily performance fee for Concessions
Dumpster	Field user pays vendor directly. (Contact Scheduling Supervisor if vendor info is needed.)
Staffing (2 hour minimum per day)	\$25 per hour
Lights	\$15 per hour
Portable Toilets	Field user pays vendor directly. (Contact Scheduling Supervisor if vendor info is needed)
Score Board (Field 1 only)	\$50 per day + (\$100 refundable deposit)

Burien Parks, Recreation and Cultural Services
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